

# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



<b>DATE:</b>	<b>May 13, 2002</b>
<b>POSITION:</b>	<b>DOCKET CLERK</b>
<b>LOCATION:</b>	<b>500 Pearl Street New York, New York</b>
<b>CLASS LEVEL:</b>	<b>Up To CL-25</b>
<b>SALARY:</b>	<b>Up To \$39,698 (Depending on qualifications and salary history)</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>VACANCY NO.:</b>	<b>02-15</b>

***THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES QUALIFIED MINORITY APPLICANTS TO APPLY***

***DUTIES AND RESPONSIBILITIES:*** On a computer terminal makes data entries to maintain the official case events summary on the docket form from opening to final deposition of a civil or criminal case conforming to established court rules and procedures. The main duties include making summary entries of all documents and proceedings on the docket; assures that automated entries are linked for proper case management; prepares and transmits notices, judgments and orders; performs inquiries and furnishes information, either in person or by correspondence as to the status of cases; and makes a statistical report in each case commenced or terminated; performs other duties.

***REQUIRED QUALIFICATIONS:*** To be considered for this position high school graduation, or equivalent, two years of general experience, and one year of specialized experience is required. To qualify for the full range CL-25 level, an additional year of specialized experience is required. Applicants must be able to type at least 35 w.p.m., and word processing experience and knowledge of legal terminology are highly desirable qualifications.

***GENERAL EXPERIENCE:*** Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

***SPECIALIZED EXPERIENCE:*** Progressively responsible experience requiring the regular and recurring application of case management procedures involving the selective use of computer skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

***EDUCATIONAL SUBSTITUTION:*** College education may be substituted for general experience.

***APPLICATION PROCEDURE:*** To be considered for this position please submit a resume detailing your education and work experience, and a cover letter. The cover letter should indicate the position that you are applying for, and identify how your education and/or experience relate to the duties and responsibilities of the position. Resumes without the cover letter addressing the qualifications will not be considered.

***PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:***

***U.S. DISTRICT COURT  
500 PEARL STREET  
NEW YORK, NEW YORK 10007  
AT.: PERSONNEL, ROOM 310***

**THE SUCCESSFUL CANDIDATE FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK**

**APPLICANTS MUST BE UNITED STATES CITIZENS**